

**STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION**

memorandum

subject: Internal Reassignment/Promotional Opportunity
Transportation Engineer 3 (E)
Office of Engineering
State Highway Design Unit
date: April 13, 2012

to: ALL EMPLOYEES

from: Vicki Arpin
Human Resources Administrator

Open To: Department of Transportation Employees (Refer to "Eligibility" section below)
Location: Office of Engineering – Newington Office
Job Posting No.: 31942
Hours: 40 hours per week
Closing Date: April 30, 2012, 4:00 p.m.

There is a Transportation Engineer 3 (Engineering) internal reassignment/promotional opportunity currently available in the Division of Highway Design, State Highway Design Unit, in the Bureau of Engineering and Construction.

Position Description: This position serves as lead engineer involved in performing the most complex engineering or related tasks in the design of highways or other transportation projects; conducts field and office investigations of engineering, technical or other problems and prepares technical reports justifying their recommendations; analyzes problems and recommends effective solutions; reviews plans, specifications and estimates prepared by lower level engineers for conformance with design guidelines and the goals of the project; supervises a design crew of typically 2-4 engineers of varying levels, including preparation of service ratings; provides staff training and assistance; coordinates with other units; represents the Department at public meetings including presentation of plans and answering questions.

Preferred Knowledge, Skills and Abilities: Considerable knowledge of principles and practices involved in transportation engineering such as design, surveys, construction methods, and specification preparation; considerable knowledge of highway design methods and procedures; knowledge of administrative and financial procedures related to the project development process; considerable oral and written communication skills including public speaking; knowledge of office software including Microsoft Word, Excel and PowerPoint.

The successful candidate for this position must be available to attend public meetings outside of normal working hours, when necessary.

Eligibility: Candidates must have passed the Transportation Engineer 3 (Engineering) exam and be on a current certification list promulgated by the Department of Administrative Services. DOT employees who currently hold this title or those who have previously attained permanent status in this title since their most recent hire date, may apply for lateral transfer.

Application Instructions: Submit a cover letter which states your interest and suitability for the position, resume, application (State of Connecticut Application for Examination of Employment Form CT-HR-12) and copies of last two service ratings to:

Ms. Denise Maura
DOT Bureau of Engineering and Construction, Room 3314
2800 Berlin Turnpike, Newington, CT 06131-7546

Applications forms are available at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf. Interviews may be limited to candidates whose experience and training most closely meet the requirements of the position. The results of these interviews may be used to fill future Transportation Engineer 3 (E) vacancies that occur in the Office of Engineering – Division of Highway Design, Newington office in the next twelve (12) months.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.